



**City of Round Rock, Texas**  
**Purchasing Division**  
221 East Main Street  
Round Rock, Texas 78664-5299  
[www.roundrocktexas.gov](http://www.roundrocktexas.gov)

**INVITATION FOR BID (IFB)**

**GROUNDS MAINTENANCE SERVICES**

**SOLICITATION NO. 15-024**

**APRIL 2015**

**CITY OF ROUND ROCK  
INVITATION FOR BID  
GROUNDS MAINTENANCE SERVICES**

**PART I  
GENERAL**

1. **PURPOSE:** The City of Round Rock, herein after “the City” seeks quotes to establish a multiple year contract from a qualified person, firm or corporation, herein after “Respondent” experienced in grounds maintenance services to provide full, turnkey services inclusive of necessary equipment and labor to maintain City right-of-ways and drainage/retentions on City properties, herein after “Services”.
2. **BACKGROUND:** Vendor shall provide Services to include, but not be limited to, mowing, edging and trimming, raking, removing and disposing of litter as needed within the specified time period(s) through the term of the contract. City park properties shall be clearly identified within this solicitation and herein referred to as “Quadrant Areas”. Quadrant areas are identified on pages 19 – 25.
3. **ATTACHMENTS:** Attachment A through G, are herein made part of this invitation for bid:
  - 3.1 **Attachment A:** Bid Sheet
  - 3.2 **Attachment B:** Bidders Questionnaire
  - 3.3 **Attachment C:** Reference Sheet
  - 3.4 **Attachment D:** “Notice-to-Proceed” - Example
  - 3.5 **Attachment E:** “Work Summary” - Example
  - 3.6 **Attachment F:** “Mowing Schedule” - Example
  - 3.7 **Attachment G:** Addendum Acknowledgment Form
4. **CLARIFICATION:** For questions or clarification of specifications, you may contact:

**Mike Schurwon, CPPB, CTPM**  
**Purchaser**  
**Purchasing Department**  
**City of Round Rock**  
**E-mail: [mschurwon@roundrocktexas.gov](mailto:mschurwon@roundrocktexas.gov)**

The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.
5. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
  - 5.1. Be firms, corporations, individuals or partnerships normally engaged in providing grounds maintenance services as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the City;

- 5.2. Provide all labor, supplies and materials required to satisfactorily perform the services as specified herein and own or acquire at no cost to the City all mowing equipment and tools Respondent deems necessary to provide grounds maintenance services. The City shall not be responsible for any Respondent's mowing equipment, tools, or materials lost or damaged during the performance of the services specified herein;
  - 5.3. Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process;
6. **SUBCONTRACTORS:** Respondent shall not subcontract or otherwise engage subcontractors to perform required services. The City seeks to do business directly with a company experienced in grounds maintenance services.
7. **DAMAGE:** The Respondent shall be responsible for damage to the City's equipment and / or property, the workplace and its contents by its work, negligence in work, its personnel and equipment usage.
8. **SAFETY:** The City reserves the right to remove any employee from City property for violation of federal, state, and local health, safety and environmental laws, ordinances, rules and regulations. The Respondent shall:
  - 8.1. Ensure that all employees comply with all Occupational Safety and Health Administration (OSHA), State and City safety and occupational health standards and other applicable federal, state, and local health, safety, and environmental laws ordinances, rules and regulations in the performance of these services;
  - 8.2. Be held responsible for the safety of their employees and unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site. In case of conflict, the most stringent safety requirement shall govern;
  - 8.3. Indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines penalties and liability of every kind arising from the breach of the Successful Respondents' obligations under this paragraph.
9. **PRICING:** The Respondent shall determine and submit a fixed cost for the work and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges, delivery charges, costs associated with obtaining permits, insurance, bonds and risk management. No separate line item charges shall be permitted for either response or invoice purposes.
10. **PRICE INCREASE:** Contract prices for grounds maintenance services shall remain firm throughout the initial twelve (12) month term of the contract. A price increase to the agreement may be considered at renewal time each year and shall be equal to the consumer price index for that year, but at no time can the increase be greater than 25% of the contract price.
  - 10.1. **Consumer Price Index (CPI):** Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for all Urban Consumers. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six month average (January through June OR July through December); and each (January through June OR July through December six month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. The Consumer Price Index (CPI) is found at the Bureau of Labor Statistics, Consumer Price Index website: <http://www.bls.gov/cpi/>.

**10.2. Procedure to Request Increase:**

**10.2.1.** Mail the written price increase request with the rate detail comparison and comprehensive calculation to the designated City Contract Specialist a minimum of 45 days prior to each renewal period. The detailed written calculation will be verified and confirmed. All written requests for increases must include the City of Round Rock contract number, solicitation reference information and contact information for the authorized representative requesting the increase. Price increase requests shall be sent by mail to:

**City of Round Rock  
Purchasing Department  
Attn: Contract Specialist  
221 East Main Street  
Round Rock, TX 79664-5299**

**10.2.2.** Upon receipt of the request, the City reserves the right to: either accept the escalation and make change to the purchase order within 30 days of the request negotiate with the Vendor or cancel the agreement or purchase order if an agreement cannot be reached on the value of the increase.

**11. AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:

- 11.1** The term of the initial Agreement shall begin from date of award and shall remain in full force for thirty six (36) months.
- 11.2** The agreement may be renewed for two (2) additional twelve (12) month, provided both parties agree in writing prior to the expiration of the current term.
- 11.3** The City reserves the right to review the awarded respondents' performance anytime during the contract term.
- 11.4** If the awarded respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the respondent of the deficiencies and the respondent shall have thirty (30) days to correct such deficiencies. If the respondent fails to correct the deficiencies with the thirty (30) days, the City may terminate the agreement by giving the respondent written notice of termination and the reason for the termination.

**12. ACCEPTANCE/INSPECTION:** Acceptance inspection should not take more than five (5) working days. The awarded respondent will be notified within the time frame if the services delivered are not in full compliance with the specifications. In the event the services are not performed to the satisfaction of the City, the site shall be re-cleaned at no additional cost to the City. The City designated representative shall determine if the entire site is to be re-cleaned, or portions thereof. If any agreement or purchase order is cancelled for non-acceptance, the needed services may be purchased elsewhere and the vendor may be charged liquidated damages.

**13. GROUNDS MAINTENANCE DEFINITIONS:**

- 13.1** Vegetation shall refer to plant life and/or material.
- 13.2** Quadrant shall refer to geographic area(s) of the City designated to receive specified grounds maintenance services. This area includes medians, rights-of-way drainage/retentions and parks.
- 13.3** Maintenance Schedule shall mean the time periods established for the service.

- 13.4** Maintenance Cycle shall refer to each time period in the maintenance schedule for the service year. A beginning and ending date, in which all prescribed maintenance activities for each quadrant shall be completed, define each time period.
- 13.5** **A typical cycle for:**
- 13.5.1** Medians and Right of Ways is 14 calendar days.
- 13.5.2** Drainage/retention areas and parklands is 30 calendar days.
- 13.6** Inspector shall mean the City's authorized designee, who shall monitor the Contractor's progress within the Quadrant Area he is assigned. The inspector shall have no duty to inspect, but may inspect at his discretion.
- 13.7** Inclement Weather shall mean wet or rainy weather when the condition of the soil is such that the rutting of property will not allow cutting of grass to be accomplished satisfactorily. This determination shall be made at the sole discretion of the City.
- 13.8** Production Rate - Shall refer to the acreage to be maintained per day. The production rate shall be calculated in the following manner:
- ACREAGE IDENTIFIED TO BE MAINTAINED**
- NUMBER OF DAYS REMAINING IN CYCLE = PRODUCTION RATE**
- For the purpose of this Contract the minimum production rate shall be 10 acres per day.**
- 13.9** Trash and Litter - Shall mean **any** debris within the Quadrant Area such as paper, cans, bottles, limbs four (4") inches diameter or smaller, trash bags, rocks, etc., which is not intended to be present as part of the landscape. The Quadrant Area includes **streets, sidewalks, curbs, catch basins, gutters, hillsides, ditches, etc.** Removal of debris shall require sweeping or blowing off of hard surfaces such as sidewalks and concrete noses of medians.
- 13.10** Litter Removal Cycle - Shall mean the removal of trash and litter from the assigned Quadrant Areas as determined by the City's Inspector. The issuance of a work order for litter removal only does not require mowing, trimming, edging, etc.
- 13.11** Trimming - Shall refer to the cutting or removal of vegetation immediately adjacent to or under Quadrant Area structures, poles, trees, signs, fences, planting beds, etc. Trimming may be accomplished by manual or chemical means. Also, includes removal of vegetation from expansion joints and any other cracks in curbs, sidewalks (both sides), driveways and any other concrete surface within the median or rights of way.
- 13.12** Chemical Trimming shall refer to the use of herbicide (such as Roundup and/or approved equal containing a pre-emergent such as Oust or an approved equal) as an alternative to the physical removal or cutting of plant material from areas to be trimmed.
- 13.13** Edging - Shall refer to the vertical removal of any and all plant material, which encroaches over or onto sidewalks (both sides), curbs, steps, driveways, and pavements. Edge cut shall remove vegetation from concrete surfaces.
- 13.14** Scalping - Shall refer to any action resulting in the mowing of any turf area below a three-inch (3") height down to and including the soil.
- 13.15** Shrub/Flower Beds - Shall mean any purposefully planted domestic, ornamental plant growth.
- 13.16** Mulch Areas or Tree Wells - Shall refer to those areas adjacent to trees, shrub beds, and other purposefully planted landscape areas in which all plant growth is removed and a

protective covering of organic substances is placed to prevent evaporation of moisture, control weed growth, prevent mechanical damage to landscape and for aesthetic reasons.

- 13.17** Work Record Summary - Shall mean a written record detailing times and locations of when the contractor and employees were on the job site completing work per contract specifications.
- 13.18** Median- Shall mean the center island of the listed streets from curb line to curb line plus all traffic triangles, where they exist, on sides of the intersections. This includes curb gutter joints where the curb meets the roadway and concrete paved areas from end of grass to the curb.
- 13.19** Rights of Way- Shall mean the area extending from the right or left of the center line of the road bed or paved surface to the nearest property line; that includes but is not limited to curbs, sidewalks, walkways, drainage ditches, burrow ditches and any other areas owned, dedicated, used or reserved for public use.
- 13.20** Detention Pond - Storage of storm runoff for a controlled release during or immediately following a storm.
- 13.20.1** Off-site detention - A detention pond located outside the boundary of the area it serves.
- 13.20.2** On-site detention - A detention pond which is located within the specific site or subdivision it serves.
- 13.20.3** On-stream detention - The temporary storage of storm runoff behind embankments or dams located in a channel.
- 13.20.4** Regional detention - Detention facilities provided to control excess runoff based on a watershed-wide hydrologic analysis.
- 13.21** Drainage Channel- A channel built with unvarying cross section and constant bottom slope.

## **PART II**

### **SPECIFICATIONS**

- 1. SCOPE:** The City of Round Rock requests grounds maintenance services to be provided on the City's medians, right-of-ways, and drainage/retention areas. Services shall include all labor and goods needed to mow, edge, trim, remove and dispose of litter in the specified time to maintain and establish a good appearance to City grounds that discourages dumping and undesirable activities. The City of Round Rock's goal is to maintain and establish a respectable appearance to all City quadrant areas, so that it discourages dumping and other undesirable activities. A listing of the quadrant areas to be maintained are outlined on pages 19 – 25. Refer to "corresponding Mapsco numbers" on pages 19 - 25, which are hereby made a part of this solicitation.
- 2. SERVICE REQUIREMENTS:** The successful Respondent shall:
  - 2.1.** Obtain and provide all supervision, scheduling, labor, equipment, services, fuel, oil, incidentals, permits, notifications and related items necessary to complete the work as required by the specification.
  - 2.2.** Furnish all tools, hard hats, safety vests, rubber boots, gloves, transportation to and from the work area, and all other safety materials or devices necessary to perform the work in a safe and orderly manner.
  - 2.3.** Have an on-site supervisor at the site any time work is performed.

- 2.4. Protect all existing and newly installed work, materials, equipment, improvements, utilities, structures, and vegetation. Any property or incidentals damaged shall be repaired or replaced by the successful Respondent to the satisfaction of the City.
  - 2.5. Work shall be performed on a schedule defined by the City to the specifications defined herein.
  - 2.6. All work shall be performed in a professional workmanlike manner.
  - 2.7. All supporting documentation specified herein shall be submitted with invoice prior to the City processing payment.
3. **CITY RESPONSIBILITY:** City will:
- 3.1. Appoint a City designated representative.
  - 3.2. Monitor and inspect the ground maintenance at designated sites.
  - 3.3. Coordinate all work and scheduling with the successful Respondent.
4. **EQUIPMENT:** Prior to start of Services, all equipment may be examined and approved by City. The City reserves the right to randomly inspect all equipment at any time during the term of the agreement or any extension period.
- 4.1. Insufficient and/or inadequate equipment as determined by the City is cause for rejection of any and all proposals.
  - 4.2. Recommended minimum equipment for one (1) Project Area is:
    - 4.2.1. Two (2) out-front rotary mowers;
    - 4.2.2. Two (2) gas powered blowers;
    - 4.2.3. Four (4) gas powered string trimmers;
    - 4.2.4. Two (2) gas powered edger's; and,
    - 4.2.5. One (1) trailer to transport mowers and equipment
  - 4.3. All medians shall be mowed with an out-front type mower. No tractors, brush hogs, 580-D or similar type equipment shall be used on this project.
  - 4.4. All mowers shall be equipped with either safety chains or the manufacturer's safety device to prevent mower thrown objects.
  - 4.5. Chain shall be a minimum of 5/16 inches in size and links spaced side by side around the mower's front, sides, and rear.
  - 4.6. Maximum cutting widths for rigid frame rotary mowers shall be 108 inches.
  - 4.7. Hinged, batwing and brush hog drag mowers shall only be used with written approval from the City.
  - 4.8. All mowing equipment must be equipped with turf-type tires. Cleated or ribbed tractor tires shall be "prohibited".
  - 4.9. All mowers shall be kept in good operating condition and shall be maintained to provide a clean, sharp cut of vegetation at all times.
5. **SCHEDULING:** Upon issuance of a Work Authorization, successful Respondent shall begin work and proceed with all reasonable dispatch to completion maintaining the established Daily Production Rate Goal (defined below). The successful Respondent will be required to maintain all Project Areas assigned in the time allotted for each. Work started within a Project Area shall be completed in consecutive days, per the schedule in the Work Authorization.

- 5.1. It is anticipated that the mowing season will run eight months per calendar year and will begin March 1<sup>st</sup> and end by November 30<sup>th</sup>.
- 5.2. Maintenance Cycles specified herein shall mean the time period between Services. Maintenance Cycle shall be identified with a beginning and ending date, in which all prescribed maintenance activities for each Project Area shall be completed. A typical maintenance cycle for Project Areas shall range from is 14 calendar days with in the mowing season.
- 5.3. The Daily Production Rate Goal shall refer to the average acreage the City seeks to maintain per day. The Daily Production Rate Goal shall be calculated in the following manner:

**PROJECT AREA ACREAGE ÷ NUMBER OF DAYS IN CYCLE = DAILY PRODUCTION RATE GOAL**

- 5.4. Failure on the part of the successful Respondent to maintain the established Production Rate Goal as set forth within the Work Authorization shall be sufficient reason for default and the City will contract with another service provider(s) to complete immediate services. The successful Respondent shall have forty-eight (48) hours of written notice to resolve any non-compliance. If others complete the work, any additional cost caused by a higher bid price will be deducted from the original successful Respondent's next payment, if any.
  - 5.5. The City reserves the right to modify the Maintenance Cycles and Project Areas at any time pursuant to the specifications contained herein. This determination will be made by the City and communicated to the successful Respondent in writing via e-mail or fax. Modification can include cancelling a Maintenance Cycle or Project Area.
  - 5.6. Cancellations of a Work Authorization may be based upon need or inclement weather conditions or other mitigating circumstance to be determined by the City. This determination will be made by the City and communicated to the successful Respondent in writing via e-mail or fax.
6. **GROUND'S MAINTENANCE:** Upon receipt of Work Authorization, all Project Areas shall be maintained as follows:
- 6.1. Trimming shall mean the cutting or removal of all plant material immediately adjacent to or under Project Area structures, poles, trees, signs, and fences. All structures, trees, poles, signs, fences and shrub beds shall be trimmed flush with the object.
    - 6.1.1. Special care shall be given to trimming around small trees as not to inflict damage to the bark of the trees.
    - 6.1.2. All trimming shall be accomplished maintaining the required 3-4 inch cutting height.
    - 6.1.3. All trimming shall be accomplished concurrently with mowing operations.
    - 6.1.4. Trimming shall also include removal of all plant material from expansion joints and any other cracks in curbs, sidewalks (both sides), driveways and any other pavement surface within park property, media or rights of way.
    - 6.1.5. Trimming shall leave no vegetation overhanging onto concrete; and shall result in a six (6) inch bank around obstacles.
    - 6.1.6. Chemical Trimming shall refer to the use of herbicide as an alternative to the physical removal or cutting of plant material from areas to be trimmed.
      - 6.1.6.1. Band of chemical application shall not exceed six (6) inches from target structure of chemical treatment.
      - 6.1.6.2. Written approval of herbicide use shall be obtained from the City prior to application.



- [illegible]

## 7. MOWING:

- 7.1.** Upon receipt of Work Authorization, all grass shall be cut at a height of 3-4 inches.
- 7.2.** Project Areas shall be completely mowed to the boundaries identified on the attachments and be field verified by City staff at the initial commencement of Services within 24 hours of start of mowing of said area.
- 7.3.** No scalping shall occur. Scalping shall mean any action resulting in the mowing of any turf area below a three-inch (3") height down to and including the soil.
- 7.4.** Contractor is responsible for taking special care when mowing all park land and linkage areas. Under no circumstances shall the awarded Contractor mow down or over any large patches of wildflowers in any of the designated park land area or linkage areas.
- 7.5.** Care shall be taken to prevent discharge of grass clippings onto paved surfaces such as streets, parking lots, sidewalks, driveways, or onto adjacent properties. Any material so discharged shall be removed immediately prior to proceeding with mowing of other areas.
- 7.6.** Successful Respondent shall use extreme care when mowing against fences, property lines, and other obstacles. Damage sustained to a homeowner's property as a result of Services shall be the responsibility of the successful Respondent. Where there is a fence line, the successful Respondent shall mow and trim to fence line. All ditches shall be maintained. Slopes

and bottoms of ditches shall be trimmed or mowed at a height of 3" - 4". If an area is maintained by a homeowner, the successful Respondent shall not mow that area.

- 7.7. Upon completion, a mowed area shall be free of clumped grass and tire tracks or ruts from the mowing equipment.
8. **REMOVAL OF GRASS CLIPPINGS:** Removal of cut grass from the Project Areas where growth occurred shall not be required unless grass is clumped. However, cut grass and debris which falls or is thrown upon the pavement, streets, sidewalks, driveways, or adjacent properties through the action of mowing or the action of the work crew, shall be removed from the area prior to the exit of the work crew from the work site.
9. **TRASH, LITTER AND DEBRIS REMOVAL:** Shall mean any rubbish within the Project Area such as paper, cans, bottles, limbs four (4") inches diameter or smaller, trash bags and rocks, which is not intended to be present as part of the landscape. For this function, Project Areas shall include streets, sidewalks, curbs, catch basins, gutters, hillsides and ditches. For items larger than 4", successful Respondent shall contact the City's designee to make City aware and coordinate removal.
- 9.1. Removal of debris shall require sweeping or blowing off of hard surfaces such as sidewalks and concrete noses of medians.
- 9.2. Successful Respondent shall remove all trash and litter from the Project Areas prior to initiating any mowing of the turf areas.
- 9.3. All trash and litter removed shall be disposed of by successful Respondent legally at an off-site location.
- 9.4. No litter or debris shall be visible in finished Project Area after services are performed.
10. **FERTILIZERS:** No fertilizers are required within this scope of work.
11. **DAMAGE:** Damage caused to City or private property as a result of performance of Services shall be remedied at the expense of the successful Respondent.
- 11.1. The successful Respondent shall inspect all trees, adjacent properties, structures and utilities for existing damages prior to conducting any work activity in the assigned Project Areas. Observed tree damage or damage to properties, structures and utilities shall be documented to the City prior to beginning any Services. Project Areas may be checked for damage by the City prior to commencement of Services, and randomly during the Agreement term at the option of the City. Repair or replacement of trees, properties, structures and utilities shall be reported to the City and at repaired/replaced at the expense of the successful Respondent.
- 11.2. Successful Respondent shall, at his own expense, carefully protect all trees, properties, structures and utilities within Project Areas so that there shall be no damage or utilities service loss.
12. **WORK CREW:** Only qualified, trained, competent and reliable personnel shall perform Services.
- 12.1. The City shall have the right to request the immediate removal from its premises of any crew member or subcontractor crew member if they are not in compliance with this specification.
- 12.2. Each work crew shall have a designated Supervisor attending the work site with the authority to direct Service and respond to crew inquiries about Service details or priorities.
- 12.3. Work crews shall not take individual rest breaks or lunch breaks in City park land or linkage areas while performing grounds maintenance services.

13. **SAFETY OF WORK CREW:** Due to the high visibility of work crews from the roadways, safety of the work crews shall include but not be limited to the following:
  - 13.1. Successful respondent's crew shall wear and display proper warning devices (safety vest, flashers, strobe lights and warning signs) in order to ensure both employee and public safety. Crew shall dress and remain dressed in a presentable fashion. Inappropriate dress includes, but is not limited to, bare chest (no shirt), shorts while trimming or edging, and absence of, or proper use of safety clothing and devices.
  - 13.2. The successful respondent shall be responsible for furnishing all signs and traffic controls as required by law, and make adjustments as required by City.
  - 13.3. All signs shall be mounted on their own stands and be mounted not less than three feet (3 ft.) from the bottom of the sign to the natural ground line. Each sign shall have two brightly colored safety flags attached to it. It will not be permissible to hang or lean these signs. The signs shall be erected in such a manner that they shall not obstruct the traveling public view of the normal roadway signing.
14. **VEHICLE IDENTIFICATION AND PARKING:** Successful respondent vehicles shall be licensed for travel on public roads, and shall have the name of the successful Respondent clearly displayed on each side of the vehicle.
  - 14.1. Vehicles shall park in areas that do not create potentially hazardous traffic situations.
15. **COMMUNICATION:** The successful Respondent shall provide communication equipment as necessary to perform the Services. This may include 2-way radios, pagers, cellular phones, telephone answering devices, e-mail and fax machine.
  - 15.1. The successful Respondent shall respond to communication requests from the City within twenty four (24) hours during the normal working hours of 7:30 a.m. to 5:00 p.m.
  - 15.2. The successful Respondent shall make contact with the City, at a time mutually agreed upon by the City and the successful Respondent. This contact is for the purpose of discussing areas to be maintained, Successful Respondent's work schedule for the day, areas to be inspected for approval, and Work Authorizations that need to be signed. **Failure to contact the City's authorized designee, or designee, per the agreed upon schedule may constitute a breach of Contract and termination of Agreement.**
16. **LIQUIDATED DAMAGES:** Failure of the successful Respondent to perform as specified herein may result in a \$250 assessment per incident per day to be applied and may also result in the termination of the agreement by the City.
17. **WORK AUTHORIZATION, INSPECTION OF WORK AND WORK RECORD SUMMARY:**
  - 17.1. A Work Authorization shall be issued from the City as notification to begin Services in a designated Project Area. The Work Authorization shall;
  - 17.2. Be issued before work is to begin in the specified Project Area and shall follow the schedule of maintenance cycles as closely as possible.
  - 17.3. Consist of a written list of Project Area's designated for Services.
  - 17.4. Be considered complete when all work has been inspected and approved by the City and has been signed by the City. Such information shall consist of grounds maintenance locations, acreage/mileage actually maintained, and the acceptability of the maintenance activities performed, date of completion.

- 17.5. It shall be mandatory that all Work Authorizations be completed after the end of each cycle, before another Work Authorization may be issued. Failure to obtain Work Authorization prior to beginning Services for the next cycle may be considered a breach of contract by and grounds for termination of Agreement by the City.
- 17.6. The City shall make inspections or re-inspections to ensure the Services performed are completed per specification and in accordance with prescribed time schedules. Written approval of inspection shall accompany the completed Work Authorization and is required for payment. Upon determination of any violation of the specifications and/or terms of the agreement, the City shall proceed with appropriate action.
- 17.7. Work Record Summary shall mean a written record detailing the times and locations of when the successful Respondent and employees were on the job site performing Services. A Work Record Summary shall accompany all Invoices and Work Authorizations detailing dates, times, and locations of when work was completed per Contract specifications. Invoices without the supporting Work Authorization and Work Record Summary shall not be approved for payment.
18. **SERVICE REQUIREMENTS:** Services shall be performed at:  
**City of Round Rock Locations – Designated herein per the City quadrants outlined on pages 19 through 25.**
19. **POINT OF CONTACT / DESIGNATED REPRESENTATIVE:**
- 19.1. **Respondent's Point of Contact:** In order to maintain consistent standards of quality work performed across the City, the City shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.
- 19.2. **The City's designated representative shall be:**  
**Keith Kaderka**  
**Transportation Supervisor**  
**City of Round Rock – Drainage Maintenance Transportation**
20. **WORKFORCE:** Successful Respondent shall:
- 20.1. Ensure Respondent's employees perform the services in a timely, professional and efficient manner;
- 20.2. Ensure Respondent's employees, while working on City property, wear a company uniform that clearly identifies them as the Respondent's employee;
- 20.3. Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.
21. **ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the services needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
22. **PERMITS:** The Successful Respondent shall obtain all necessary permits, licenses, and/or certificates required by federal, state and local laws, ordinances, rules or regulations for the completion of the services as specified herein.

**PART III**  
**SCHEDULE AND RESPONSE INSTRUCTIONS**

1. **SCHEDULE OF EVENTS:** It is the City's intention to comply with the following solicitation timeline:

EVENT	DATE
Solicitation released	April 25, 2015
Deadline for submission of questions	May 1, 2015 @ 5:00 PM, CST
City responses to questions or addendums	May 6, 2015 @ 5:00 PM, CST
Deadline for submission of responses	May 14, 2015 @ 3:00 PM, CST

All questions regarding the solicitation shall be submitted in writing by May 1, 2015, at 5:00 p.m., CST on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on the City's webpage in the form of an addendum at <http://www.roundrocktexas.gov/bids>

Questions shall be submitted to the City contact named herein. The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
3. **SITE VISIT AND INSPECTION:** Respondent shall be responsible for conducting site visits and inspections of each site on their own to acquaint Respondent with the facilities, difficulties and/or restrictions inherent in the services specified.
- 3.1 It is the responsibility of the Respondent to examine each facility and determine quantity, amounts, take precise measurements, determine material requirements, equipment requirements, labor requirements and other solicitation related details during said inspections and site visit.
4. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before May 14, 2015, at 3:00 p.m., on the due date noted in Part III, Section 1. Mail or hand deliver sealed responses to:
- City of Round Rock**  
**Attn: Mike Schurwon, CPPB, CTPM**  
**Purchaser**  
**Purchasing Department**  
**221 E. Main Street**  
**Round Rock, Texas 78664-5299**
- 4.1 Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "DO NOT OPEN".
- 4.2 Facsimile or electronically transmitted responses are not acceptable.
- 4.3 Responses cannot be altered or amended after opening.
- 4.4 No response can be withdrawn after opening without written approval from the City for an acceptable reason.
- 4.5 The City will not be bound by any oral statement or offer made contrary to the written specifications.

**4.6** Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

**5. BEST VALUE EVALUATION CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

**5.1** Purchase price;

**5.2** Reputation of Respondent and of Respondent's goods and services;

**5.3** Quality of the Respondent's goods and services;

**5.4** The extent to which the goods and services meet the City's needs;

**5.5** Respondent's past performance with the City;

**5.6** The total long-term cost to the City to acquire the Respondent's goods or services;

**5.7** Any relevant criteria specifically listed in the solicitation.

Respondents may be contacted for clarification of bid and/or to discuss details of the services they are proposing. This may include a presentation and/or the request for additional material/information to clarify.

**6. AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at: <http://www.roundrocktexas.gov/bids>

**7. POST AWARD MEETING:** The City and Successful Respondent(s) may have a post award meeting to discuss, but not be limited to the following:

**7.1** The method to provide a smooth and orderly transition of services performed from the current contractor;

**7.2** Provide City contact(s) information for implementation of agreement;

**7.3** Identify specific milestones, goals and strategies to meet objectives.

**8. NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

**9. INTERLOCAL COOPERATIVE CONTRACTING (PIGGYBACK):** Other governmental entities may be extended the opportunity to purchase off of the City's agreements, with the consent and agreement of the awarded Vendor(s) and the City. Such consent and agreement shall be conclusively inferred from lack of exception to this clause in a Respondent's submittal. However, all parties indicate their understanding and hereby expressly agree that the City is not an agent of, partner to, or representative of those outside agencies or entities and that the City is not obligated or liable for any action or debts that may arise out of such independently-negotiated "piggyback" procurements.

## **PART IV**

### **RESPONSE REQUIREMENTS**

The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondents shall submit one (1) evident signed "Original" and two (2) copies of the response requirements including any required attachments. The samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Respondents are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future RFP/RFQ/IFB.

**For your bid to be responsive, all required items identified below shall be submitted with your proposal.**

**Attachment A:** Responses shall be submitted on itemized, signed Bid Sheet provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.

**Attachment B:** Provide completed Bidders Questionnaire, which includes Contractor name, address, telephone/fax numbers, E-Mail, date, number of years providing grounds maintenance and mowing services, number of employees assigned to contract, and equipment list.

**Attachment C:** Provide completed Bidders Reference Sheet, which includes the name, address, telephone number and E-Mail of at least three (3) Municipal, Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

**Attachment D:** Provide signed copy of the Addendum Acknowledgement Form or a signed copy of each issued addendum with bid upon submission.

#### **Additional Information Requested:**

**Contract Information:** Respondent shall provide information of any current established contract with a local City, County, Municipality, Cooperative Agreement, Comptroller of Public Accounts (CPA) Texas Smart Buy Contract, Texas Multiple Award Schedule (TXMAS), General Services Administration (GSA), Inter-local Agreement, or any other contractual resource.

**The following items shall be made available upon request by the City prior to award and the approval of any contract:**

Proof of insurance for General Liability, Worker's Compensation and standard automobile liability coverage as set forth by the Insurance Requirements as identified on the City's website at:

<http://www.roundrocktexas.gov/bids>

## **PART V**

### **CONFIDENTIALITY OF CONTENT**

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be

exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.

- 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
- 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

## **PART VI**

### **GENERAL TERMS AND CONDITIONS / INSURANCE REQUIREMENTS**

(ITEMS BELOW APPLY TO AND BECOME A PART OF THE CONTRACT)

1. **INSURANCE:** The Respondent shall meet or exceed all insurance requirements set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>
2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of respondents to stay apprised of changes. The City's Definitions, Terms and Conditions can be obtained from the City's website at: <http://www.roundrocktexas.gov/bids>
3. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
  - 3.1 There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
  - 3.2 The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
  - 3.3 There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
  - 3.4 The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.



City of Round Rock  
 Grounds Maintenance Services  
 IFB No. 15-024  
 Class/Item: 988-36 / 988-75  
 April 2015

**ATTACHMENT A: BID FORM**  
**PURCHASING DEPARTMENT**  
**221 E. Main Street • Round Rock, Texas 78664-5299**

<b>SOLICITATION INFORMATION</b>	Solicitation Number: <b>15-024</b>  Solicitation Name: <b>Grounds Maintenance Services</b>  Opening Date: <b>May 14, 2015</b>  Opening Time: On or Before 3:00 p.m. CST  Opening Location: City of Round Rock City Hall 221 E. Main Street Round Rock, TX 78664	<b>RESPONDENT INFORMATION</b>	Tax ID Number: _____  Business Name: _____  Address: _____  Address: _____  Contact: _____  Telephone: _____  E-mail: _____  Website: _____
---------------------------------	--	-------------------------------	---

HOW DID YOU HEAR ABOUT THIS SOLICITATION?	<input type="checkbox"/> Newspaper <input type="checkbox"/> City's Website <input type="checkbox"/> E-mail Announcement <input type="checkbox"/> ESBD <input type="checkbox"/> Other
1st TIME RESPONDING TO THE CITY?	<input type="checkbox"/> Yes <input type="checkbox"/> No            ARE YOU REGISTERED WITH VENDOR CENTRAL? <input type="checkbox"/> Yes <input type="checkbox"/> No            Register at: <a href="http://roundrocktexas.gov/vendorcentral">roundrocktexas.gov/vendorcentral</a>

Item #	Description	Quantity	Unit of Measure	Unit Price	Extended Price
<b>BASE BID – Includes Quadrant D1 – D4 as follows:</b>					
<b>NOTE: A typical cycle is 30 calendar days for Quadrants D1 – D4.</b>					
<b>1</b>	<b>Quadrant – D1</b> Cost per Acre \$ _____ x 90.24 acres = 1 cycle	8	Cycles		
<b>2</b>	<b>Quadrant – D2</b> Cost per Acre \$ _____ x 72.79 acres = 1 cycle	8	Cycles		
<b>3</b>	<b>Quadrant – D3</b> Cost per Acre \$ _____ x 55.06 acres = 1 cycle	8	Cycles		
<b>4</b>	<b>Quadrant – D4</b> Cost per Acre \$ _____ x 86.91 acres = 1 cycle	8	Cycles		
<b>BASE BID – Includes Quadrant Rows 1 – 4 as follows:</b>					
<b>NOTE: A typical cycle is 14 calendar days for Quadrant ROW-1 – ROW-4.</b>					

Item #	Description	Quantity	Unit of Measure	Unit Price	Extended Price
5	<b>Quadrant – ROW-1</b> Cost per Acre \$ _____ x 31.92 acres = 1 cycle	14	Cycles		
6	<b>Quadrant – ROW-2</b> Cost per Acre \$ _____ x 39.35 acres = 1 cycle	14	Cycles		
7	<b>Quadrant – ROW-3</b> Cost per Acre \$ _____ x 15.14 acres = 1 cycle	14	Cycles		
8	<b>Quadrant – ROW-4</b> Cost per Acre \$ _____ x 31.42 acres = 1 cycle	14	Cycles		
<b>OPTIONAL MOWING LOCATIONS: The following Quadrant Rows 1-4 are additional “Option” areas that may be awarded in whole or in part as “Options” of IFB No. 15-024.</b>					
<b>NOTE: A typical cycle is 30 calendar days for ROWS 1 – 4</b>					
9	<b>Quadrant – ROW-1</b> Cost per Acre \$ _____ x 90.15 acres = 1 cycle	14	Cycles		
10	<b>Quadrant – ROW-2</b> Cost per Acre \$ _____ x 17.65 acres = 1 cycle	14	Cycles		
11	<b>Quadrant – ROW-3</b> Cost per Acre \$ _____ x 2.7 acres = 1 cycle	14	Cycles		
12	<b>Quadrant – ROW-4</b> Cost per Acre \$ _____ x 7.45 acres = 1 cycle	14	Cycles		
<b>OPTIONAL MOWING LOCATIONS: The following Drainage quadrants are additional “Option” areas that may be awarded in whole or in part of IFB No. 15-024.</b>					
<b>NOTE: A typical cycle is 30 calendar days for DRAINAGE QUADRANTS D1- D4</b>					
13	<b>Quadrant – D1</b> Cost per Acre \$ _____ x 65.19 + 11.81 = 77.00 acres = 1 cycle	8	Cycles		
14	<b>Quadrant – D2</b> Cost per Acre \$ _____ x 43.49 acres = 1 cycle	8	Cycles		
15	<b>Quadrant – D3</b> Cost per Acre \$ _____ x 57.07 acres = 1 cycle	8	Cycles		
16	<b>Quadrant – D4</b> Cost per Acre \$ _____ x 54.03 acres = 1 cycle	8	Cycles		

City of Round Rock  
 Grounds Maintenance Services  
 IFB No. 15-024  
 Class/Item: 988-36 / 988-75  
 April 2015

ACKNOWLEDGEMENTS

By the signature hereon affixed, the Respondent hereby certifies that neither the respondent nor the entity represented by the respondent, or anyone acting for such entity has violated the antitrust laws of this State, codified in Section 15.01 et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly, the response made to any competitor or any other person engaged in such line of business. Further, by signing and submitting this response the Respondent acknowledges:

- That they have read and fully understand the solicitation and accept all terms and conditions set forth herein.
- The respondent is not currently delinquent in the payment of any debt owed to the City.

Sealed response envelope shall be clearly marked with solicitation name, solicitation number and name of responding entity.

The agreement or purchase order resulting from this solicitation may qualify for Inter-local or Cooperative Contracting (Piggybacking) per the terms outlined in Part III, #9 of this solicitation. If applicable, do you agree to "piggyback" purchasing from other governmental agencies?

☐ Yes

☐ No

**Response shall include one (1) signed original and two (2) copies of response.**

Printed Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Failure to sign response will disqualify response.

**BASE BID - DRAINAGE AREAS**

Drainage	Acres	Quadrant	Mapscos Grid
Meadowbrook	1.50	D 1	376H
Settlement	10.00	D 1	347S,N,J
Oakmont	17.50	D 1	346Q
Ryan's Crossing	4.90	D 1	378A,E
Onion Creek	5.50	D 1	376Q
Halden Dr.	1.00	D 1	346Q
Country Aire	0.87	D 1	376G
Mills Meadow	6.00	D 1	377N
Shotwell	10.60	D 1	377J
Bowman Rd	1.40	D 1	376L, M
Nicole Circle	1.72	D 1	376L
Eagles Nest Subdivision	17.30	D 1	346V,R,M
Eagles Nest Detention	9.70	D 1	346V
Texas Ave	2.25	D 1	376L
	<b>90.24</b>		

City of Round Rock  
 Grounds Maintenance Services  
 IFB No. 15-024  
 Class/Item: 988-36 / 988-75  
 April 2015

<b>Drainage</b>	<b>Acres</b>	<b>Quadrant</b>	<b>Mapsco Grid</b>
Police Dept.	2.50	D 2	376V
Georgetown St	0.22	D 2	376V
Rubio	7.00	D 2	406C,G
Blue Monster Cove	1.75	D 2	408C
Glen Eagles	1.75	D 2	408C
Bryant Dr.	5.50	D 2	407K
Meister & Gattis School	1.20	D 2	407H
Pecan Orchard	4.00	D 2	376Z
Garden Path	0.45	D 2	406D
Peterson	0.51	D 2	406H
Flower Hill	2.00	D 2	408J
Vintage	2.40	D 2	378P
Oxford	2.00	D 2	406M
Southcreek	20.50	D 2	407B,F
Dell Way	5.50	D 2	407N
Double Creek	2.16	D 2	407G,C
Elder Way	0.90	D 2	407B
Greenlawn	9.75	D 2	407A,E
Grey Feather	2.70	D 2	407C
	<b>72.79</b>		

**BASE BID: DRAINAGE AREAS**

<b>Drainage</b>	<b>Acres</b>	<b>Quadrant</b>	<b>Mapsco Grid</b>
Sysco	6.80	D 3	406B
Micheal Angelo	5.00	D 3	406Y
Hester's Crossing/Chisholm Valley	9.75	D 3	406Q
Falcon	2.11	D 3	375V
Quanah/RR West	12.00	D 3	406S
Hunters Ridge Apts.	7.60	D 3	406L
Messick Loop Ditch	11.80	D 3	406N
	<b>55.06</b>		

<b>Drainage</b>	<b>Acres</b>	<b>Quadrant</b>	<b>Mapsco Grid</b>
Blackjack	0.60	D 4	376J
Behren's Ranch/Wyoming Springs	23.30	D 4	375G,H
Peachtree Valley Detention	1.38	D 4	376N
Behren's Ranch	17.50	D 4	375G
Hermitage Ditch/Oak Hollow	37.75	D 4	376J
Rustler's Ditch	6.00	D 4	376J
Peachtree and Somerset	0.38	D 4	376N
	<b>86.91</b>		

City of Round Rock  
 Grounds Maintenance Services  
 IFB No. 15-024  
 Class/Item: 988-36 / 988-75  
 April 2015

**BASE BID: ROW 1 – 3 LOCATIONS**

<b>Description</b>	<b>Acres</b>	<b>Quadrant</b>	<b>Mapscos grid</b>
University Blvd Oakmont to FM1460	4.12	ROW-1	346,347
Hidden Acres Grimes to Subdivision	0.25	ROW-1	377P
Timberline Grimes to Subdivision	0.05	ROW-1	377K
Collage Park Dr. University Blvd. to	2.5	ROW-1	347E
Bowman IH 35 to Grimes ,Water Tank lot too	8	ROW-1	376,377
Sunrise Rd University to Hwy 79	8	ROW-1	376
Red Bud CR117 to Hwy 79	9	ROW-1	378
	<b>31.92</b>	ROW-1	
Greenlawn Blvd 45 Toll to IH 35 frontage	7	ROW-2	407J,N
Pflugerville Pkwy Greenlawn to Pflugerville Maint.	1	ROW-2	407J,N
Kenny Ft. Chandler Creek to Forest Creek Dr.	6	ROW-2	377,L,Q,U,Y
Red Bud- Hwy79 to Gattis School	4	ROW-2	378
Old Settlers IH35-Red Bud	14	ROW-2	376,377
Lamar Commerce to Old Settlers	0.25	ROW-2	376L
Larry Lane	0.5	ROW-2	376R
Texas Ave.	0.1	ROW-2	376L
South Mays Hwy79 to Hesters Crossing	<b>3</b>	ROW-2	406C
Double Creek IH 45 to Forest Creek	1.75	ROW-2	407
High country Gattis School to 45	1.75	ROW-2	408J
	<b>39.35</b>		
<b>Description</b>	<b>Acres</b>	<b>Quadrant</b>	
Deepwood Dr. 620 to Oakridge	2.5	ROW-3	376W
McNeil Rd Florence to City Limits	6.25	ROW-3	406
Smyers Ln.	2.2	ROW-3	405C
Clark St	0.75	ROW-3	376T
CR 172	0.25	ROW-3	406P
Emmanuel St	0.25	ROW-3	376T
Hester's Crossing Rawhide to Dry Creek	0.25	ROW-3	406Q
Oakridge	0.05	ROW-3	406E
Parker Dr.	0.16	ROW-3	406Y
Sam Bass Rd 3406 to IH 35	2.25	ROW-3	376
Somerset Sam Bass to Peachtree Valley Dr.	0.17	ROW-3	376N
Wonder Dr.	0.06	ROW-3	376T
	<b>15.14</b>		

City of Round Rock  
 Grounds Maintenance Services  
 IFB No. 15-024  
 Class/Item: 988-36 / 988-75  
 April 2015

**BASE BID – ROW 4 LOCATIONS**

Description	Acres	Quadrant	Mapsco
Meister	3.75	ROW-4	407L
Chisholm Trl. Sam Bass to IH35 Frontage	5	ROW-4	376P,K,F,B,346X
Chisholm Pkwy. IH35 Frontage to Chisholm Trl	1	ROW-4	376 K
Creek Bend Dr. 3406 to West End	2	ROW-4	375H,D
Gattis School IH 35 to Red Bud	4.45	ROW-4	406,407
AW Grimes Hwy 79 to IH 45	7	ROW-4	407
Alley between Zephyr and Stratford	0.25	ROW-4	407J
Dell Way Mays to Dell Center	0.5	ROW-4	406R
Rusk Rd.	0.97	ROW-4	407H
Forest Creek- Pieces not done by HOA	2	ROW-4	377Y
RR Proper Austin, Liberty, Stone, Lewis, Spring, Milam	4.5	ROW-4	376Z
	<b>31.42</b>		

**OPTIONAL MOWING LOCATIONS:**

Description	Acres	Quadrant	Mapsco
University Blvd Oakmont to CR110	48	Row 1	346Q
Hidden Acres 1460 to Subdivision	0.25	Row 1	377P
Timberline 1460 to Subdivision	0.05	Row 1	377K
Texas Ave.	0.18	Row 1	376L
Green Hill Dr. Heathwood to Old Settlers	0.47	Row 1	376G
College Park Ln	1.64	Row 1	347E
Cr112 1460 to city limits	6	Row 1	347Q
Red Bud	0.56	Row 1	348T
New PD lot	39	Row 1	376B
Total	<b>90.15</b>		
Greenlawn Extension 35 to 45	7	Row 2	407J,N
Pflugerville Pwky	1	Row 2	407J,N
Nash Mays to 35	0.25	Row 2	406C
School Days Ln.	0.16	Row 2	406H
Kenny Ft. Chandler Creek to Forest Creek	4.5	Row 2	377 L,Q,U,Y
Ray Berglund Double Creek to dead end	1.4	Row 2	407F
A.W. Grimes 45 to city limit sign	0.3	Row 2	407T
Donnell Dr.	0.5	Row 2	407M
Schultz Ln	0.28	Row 2	407R
Bellview	2.26	Row 2	406C

Total	17.65		
Smyers Ln	2.2	Row 3	405C
Hesters Crossing Island	0.5	Row 3	406Q
Total	2.7		
Chisholm Trl. Sam Bass to 35 Frontage	4	Row 4	376T,P,K,F,B 346X
Chisholm Pwky	1	Row 4	376K
Chisholm Rock Sports complex	0.45	Row 4	376B
Creek Bend 3406 to West End	2	Row 4	375H,D
Total	7.45		
Oakmont University to Ikea	17.5	D1	346Q
Settlement	10	D1	347W
Ryans Crossing	2.5	D1	378A
Onion Creek	5.5	D1	376Q
Holden Dr.	1	D1	347N
Country Aire	0.87	D1	376G
Mills Meadows	7.2	D1	377N
Shotwell	1.3	D1	377J
Bowman Rd. All that are connected	6.19	D1	376M,L
Eaglesnest Detention	9.7	D1	346V
Texana Loop	0.93	D1	347N
Commerce	2.5	D1	376G
Total	65.19		
Old Settlers Ditch	1.2	D1	347Z
Bluffstone Open field to Breezy Pt	1.77	D1	347V
Bluffstone Open field to Old Settlers	6.47	D1	347V
Sandy Coufax	2.37	D1	378A
Total	11.81		
Old PD	2.5	D2	376V
Pecan St	0.2	D2	376V
Burnet St. @creek	0.46	D2	376Z
Garden Path	0.45	D2	406D
Peterson	0.51	D2	
Dell Way	0.65	D2	406R

High Cotton	1.25	D2	408J
Gattis @ High Country	1.25	D2	408E
Diana Ditch	4.27	D2	407R
Harvey Penick	0.4	D2	378Z
Wooded Way	2.2	D2	378P
Woodland Ln	0.9	D2	378P
Forest Creek Dr.	1.64	D2	378X
Kenny Ft. Below Bridge	0.97	D2	377Y
Gattis @ Rec Center	14.36	D2	407E
Greenlawn	0.19	D2	407E
Elder Way	0.9	D2	407B
Jasmine Path	0.75	D2	407F
Minosa Trl	5.5	D2	407B
Logan	2.02	D2	407A
Nash		D2	406C
Total	<b>43.49</b>		
Sysco	6.8	D3	406B
Michael Angelo	5	D3	406Y
Hesters Crossing/Chisholm Valley	9.75	D3	406Q
Falcon Dr.	2.11	D3	375V
Bellview	1.44	D3	406K
Alamon Cv.	0.19	D3	406F,K
Quana/RR West	12	D3	406S
Messick Loop	11.9	D3	406N
Hunters Ridge Apts.	7.6	D3	406L
Ledbetter	0.28	D3	376T
Total	<b>57.07</b>		
Behrens Ranch@ Wyoming Spring	23.3	D4	375G,H
Behrens Ranch	17.5	D4	375G
Portulaca Dr.	2.2	D4	375C
Blackjack	0.6	D4	376J
Sommerset @ Peachtree	0.97	D4	376N
Rustlers	6	D4	376J
Peachtree Valley Detention	1.38	D4	376N
Sports Complex Chisholm Trail	2.08	D4	376B
Total	<b>54.03</b>		

**NOTE: THE ABOVE "OPTIONAL" MOWING LOCATIONS MAY OR MAY NOT BE AWARDED IN WHOLE OR IN PART AS PART OF THIS IFB NO. 15-024 FOR GROUNDS MAINTENANCE SERVICES.**



City of Round Rock  
Grounds Maintenance Services  
IFB No. 15-024  
Class/Item: 988-36 / 988-75  
April 2015

**ATTACHMENT B:  
RESPONDENT'S QUESTIONNAIRE**

Any and all firms considering the Grounds Maintenance Contract, must complete and submit the information requested below.

**NOTE: This is a part of the bid and bidders who fail to submit this information will be considered non-responsive.**

CONTRACTOR NAME \_\_\_\_\_

PHYSICAL ADDRESS OF EQUIPMENT

---

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL	DATE
-------	------

State the number of years your firm has provided grounds maintenance and mowing services \_\_\_\_\_ / years.

State the number of employees who will be designated to work on this contract: \_\_\_\_\_

Develop a plan of action for assignment of your crew. List the man-hours needed to perform the contract Requirements for each crew member.

**A. EQUIPMENT LIST** (List all equipment you plan to dedicate to this project(s):

[illegible]

Note: Attach a separate sheet if necessary. All equipment must be equipped with safe guards as outlined by ANSI and OSHA.

**ATTACHMENT C:  
RESPONDENT'S REFERENCE SHEET**

**PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE**

**SOLICITATION NUMBER:** \_\_\_\_\_

**RESPONDENT'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Provide the name, address, telephone number and e-mail of at least three (3) Municipal and/or Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

1.	Company's Name	_____
	Name of Contact	_____
	Title of Contact	_____
	<b>E-Mail Address</b>	_____
	Present Address	_____
	City, State, Zip Code	_____
	Telephone Number	( ##### ) ##### Fax Number: ( ##### ) #####
2.	Company's Name	_____
	Name of Contact	_____
	Title of Contact	_____
	<b>E-Mail Address</b>	_____
	Present Address	_____
	City, State, Zip Code	_____
	Telephone Number	( ##### ) ##### Fax Number: ( ##### ) #####
3.	Company's Name	_____
	Name of Contact	_____
	Title of Contact	_____
	<b>E-Mail Address</b>	_____
	Present Address	_____
	City, State, Zip Code	_____
	Telephone Number	( ##### ) ##### Fax Number: ( ##### ) #####

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.

City of Round Rock  
Grounds Maintenance Services  
IFB No. 15-024  
Class/Item: 988-36 / 988-75  
April 2015

**ATTACHMENT D  
NOTICE TO PROCEED - EXAMPLE**

**Example - "Notice-to-Proceed" Document for bidder's reference "Only".**

City of Round Rock

**NOTICE TO PROCEED**

**TO:** JOHN Q. CONTRACTOR, LAWN MOWER CONSTRUCTION

**FROM:** CITY INSPECTOR

**SUBJECT:** START OF MOWING CONTRACT, CYCLE XX

**DATE:** JUNE 1, 2015

This is the official notice to proceed with ground's maintenance of Quadrant ROW 1. Please review the specifications in the contract and begin this cycle.

***SCOPE OF WORK: ROW 1 must be completed to contract specifications by June 15, 2015.***

Contract specifications will be *strictly enforced* for the duration of this contract.

Remember to clean off curbs and sidewalks. Notify this office of any large piles of debris.

Fax daily "Work Record Summary" of completed areas to: Fax number is 512-218-5548.

If you have questions please call me at 512-218-5547.

Contractor Name\_\_\_\_\_

Authorized Representative Signature\_\_\_\_\_

City Inspector Signature\_\_\_\_\_

Print Name Print Name\_\_\_\_\_

Date\_\_\_\_\_

**Note: Notice-to-Proceed must be signed and dated and have the appropriate Work Summary reports turned in to City Inspector before another Notice to Proceed is issued.**

City of Round Rock  
Grounds Maintenance Services  
IFB No. 15-024  
Class/Item: 988-36 / 988-75  
April 2015

**ATTACHMENT E  
WORK SUMMARY - EXAMPLE**

**Example – “Work Summary” Document for bidder’s reference “Only”.**

City of Round Rock

<b>WORK RECORD SUMMARY</b>
----------------------------

**TO:**            CITY OF ROUND ROCK INSPECTOR

**FAX No.**    (512) 218-5548                      Phone: (512) 218-5547

**FROM:**      JOHN Q. CONTRACTOR, LAWN MOWER CONSTRUCTION

**SUBJECT:**   WORK RECORD SUMMARY, CYCLE XX

**DATE:**       April 1, 2015

**DAILY WORK SUMMARY:**

<u>LOCATION DESCRIPTION</u>	<u>ACRES</u>	<u>QUADRANT</u>	<u>TIME</u>	<u>COMPLETE DATE</u>
University Blvd Oakmont to CR	48	ROW	1 1:46 pm	April 1, 2015

**ATTACHMENT F**  
**MOWING SCHEDULE - EXAMPLE**

<u>Month</u>	<u>Starting Date</u>	<u>Service Description</u>
1	3-4	D2, ROW2, ROW3, ROW4
2	4-4	ROW2, ROW3, ROW4
3	5-5	D2, ROW2, ROW3, ROW4
4	5-23	ROW2, ROW3, ROW4
5	6-6	D2, ROW2, ROW3, ROW4
6	6-20	ROW2, ROW3, ROW4
7	7-5	D2, ROW2, ROW3, ROW4
8	7-20	ROW2, ROW3, ROW4
9	8-8	D2, ROW2, ROW3, ROW4
10	8-22	ROW2, ROW3, ROW4
11	9-5	D2, ROW2, ROW3, ROW4
12	9-19	ROW2, ROW3, ROW4
13	10-5	D2, ROW2, ROW3, ROW4
14	10-20	ROW2, ROW3, ROW4
15	11-21	D2, ROW2, ROW3, ROW4
16	12-26	ROW2, ROW3, ROW4

City of Round Rock  
Grounds Maintenance Services  
IFB No. 15-024  
Class/Item: 988-36 / 988-75  
April 2015

**ATTACHMENT G:  
ADDENDUM ACKNOWLEDGMENT FORM**

**NOTE:** If multiple addendums have been issued, respondents may complete and return this attachment with their proposal in place of the individual addendums to be submitted. Failure to provide either this form or the individual addendums with signatures may result in disqualification of the proposal.

**Addenda Acknowledgment:** The undersigned acknowledges the receipt of the following Addenda:

**Addendum #:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Addendum #:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Addendum #:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Addendum #:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Addendum #:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Respondent (Company):** \_\_\_\_\_

**Signature (in ink):** \_\_\_\_\_

**Name (Typed/printed):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_